

# CERTIFICATE IN NGO ADMINISTRATION AND MANAGEMENT (CNAM)



**BUILDING CAPACITY AND LEADERSHIP OF  
NOT FOR PROFIT SECTOR**



## **Virtual Center of Excellence for Social Welfare Administration (CoE-SWA)**

Under the aegis of

## **Association of Professional Social Workers and Development Practitioners (APSWDP)**

In Special Consultative Status with Economic and Social Council (ECOSOC) and associated with Department of Global Communication (DGC) of the United Nations since 2019.

Affiliate Member International Association of Schools of Social Work (IASSW) and registered with NITI Aayog (Former Planning Commission of India).



**Areas of Work:** The Center of Excellence will work on the following segment-

- o NGO Administration and Management
- o Community Development
- o Sustainable Development
- o Social Welfare Administration
- o Research and Innovation in Social Work Practice and Development
- o Corporate Social Responsibility (CSR)

### Certificate in NGO Administration and Management (CNAM)

**Programme Overview:** This programme has been developed by the 'Virtual Center of Excellence for Social Welfare Administration' under the aegis of the Association of Professional Social Workers and Development Practitioners (APWDP). The main objective of this programme is to advocate for action on Professional Social Workers, strengthening and building the capacity of NGOs and Civil Society organizations.

The other **objectives** of this programme are:

- To provide elementary administrative and managerial concepts to NGO functionaries, programme staff and outreach workers;
- To help and enhance the professional skills of end-users at various levels of administration and management.
- To build the capacity of NGO functionaries of developing a project proposal, grant opportunities etc.

**Programme structure:** The programme consists of the following four courses covering wider areas of NGOs -

- **CNAM-001 Introduction to NGO administration and management**
- **CNAM-002 Administrative and Management Functions**
- **CNAM-003 Project Management**
- **CNAM-004 Project Work**

**Course structure:** The following is the course structure of the programme:-

Course Code	Course Name	Sessions (in hours) 1 Credit = 30 hours
CNAM-001	<b>Introduction to NGO administration and management</b>	<b>2 credits</b>
	About organization, classification of organizations and Non-Government Organizations (NGOs).	
	Concept, Functions and Legal Instruments in establishment of a NGO.	
	Overview of Societies Registrations Act, Trust Act and Companies Act.	
	Administration and Management of Non-Government Organizations (NGOs)	
	Framing Memorandum of Association and Bye Laws	
	Affiliations and Memberships of Mother NGOs and Federation for visibility.	
	Charitable Endowment Act, Income Tax Act, 1961 Tax Relief & Exemptions and FCRA.	

<b>CNAM-002</b>	<b>Administrative and Management Functions</b>	<b>2 credits</b>
	Social Welfare Administration	
	Professional Administrative and Management Skills – Negotiations, Ethical Lobbying, Networking, Advocacy, Communication, Goal Driven, Analytical, Social Media Management etc.	
	Engaging Volunteers and Volunteer Management.	
	NGO Leadership and Governance	
	Building and Leading a Team: Team Management.	
	Human Resource Management (HRM)	
	Framing various NGO Policies, Staffing Norms and Salaries	
	Capacity Building and Training of Staff	
	Co-ordinating and Funding Agencies	
	Schemes for NGOs under the Government of India and other government agencies.	
	Code of Ethics and Accountability	
<b>CNAM-003</b>	<b>Project Management</b>	<b>2 credits</b>
	Understanding Project Management, Planning and Developing Project.	
	Project Development Areas	
	Fundraising and Grant Seeking Project Proposals	
	Connecting CSR	
	Project Monitoring and Evaluation	
	Internal Social Auditing Mechanism	
	Impact Assessment and Documentation of Reports	
<b>CNAM-004</b>	<b>Project Work</b>	<b>4 credits</b>
	Project Work on chosen areas in any recognized and established NGOs under guidance of supervisor.	

**Duration and Methodology:** The programme will be of three months duration and comprised of following mode of delivery:

- Virtual lectures and presentations by experts in relevant fields,
- practical exercises and group discussions
- individual presentations
- independent field visits in the local vicinity
- project

**Mode of Language:** The medium of instruction is Hindi and English.

**Target audience:** This programme is mainly open to NGO promoters, key functionaries, officials, other related personnel staff and students aspiring to start career in NGOs or looking to start a NGO.

**Teaching Team (Guest Faculty, Experts, and Development Practitioners):** This programme will be delivered by engaging university faculties, guest faculties from other eminent institutions, experts from various International, National and Local NGOs and development practitioners engaged in international and national government agencies, private sector, CSR funding agencies etc.

**Eligibility:** Bachelor's Degree (Social Work, Management and others) or 10+2 / BPP (IGNOU) along with 3 years' experience of working in any NGO.

**Certification:** Virtual Centre of Excellence for Social Welfare Administration, Association of Professional Social Workers and Development Practitioners (APSWDP).

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